Data Collection Unit (DCU)
Advanced Departmental Training

January 7, 2013

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Login to the DCU

❑ Go to http://dcu.carleton.ca and login to DCU using you network login and password.
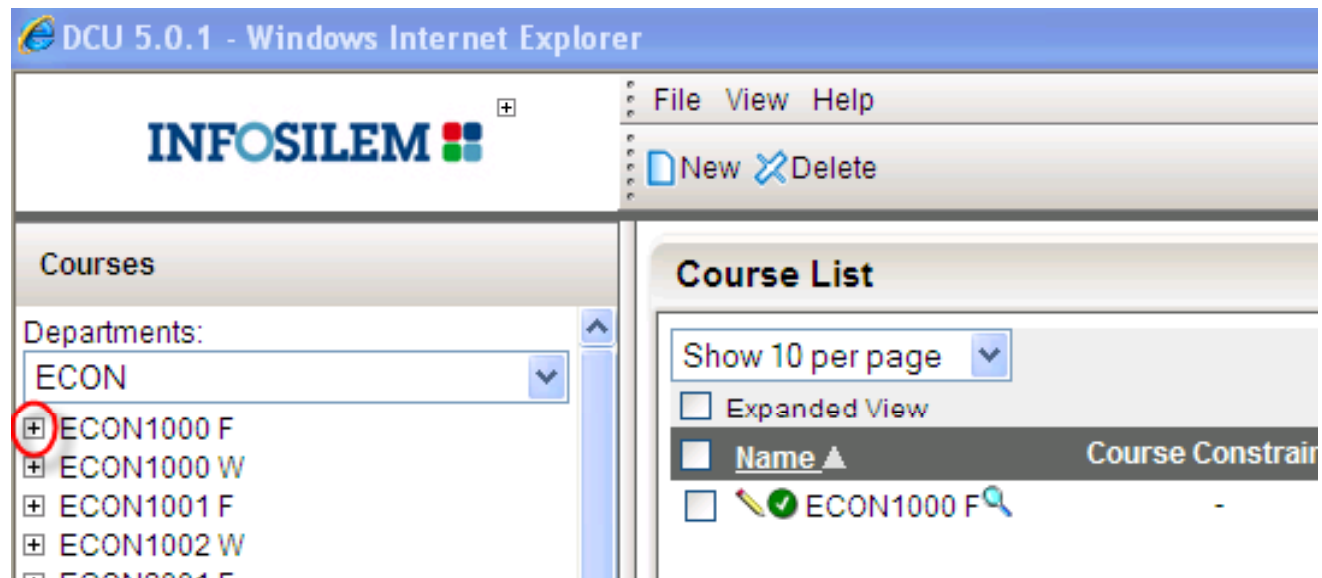
Opening the Component Editing Screen

This step is equivalent to going to SSASECT, typing the Term and the CRN and selecting "Next block"

- Click on the "Courses" button in the left hand navigation panel

- Click on the down arrow of the "Departments" drop down list and select your department

- Reach the Component Edit screen by "drilling down" to the component in the Navigation panel and clicking on the component itself as shown on the next slide

Opening the Component Editing Screen
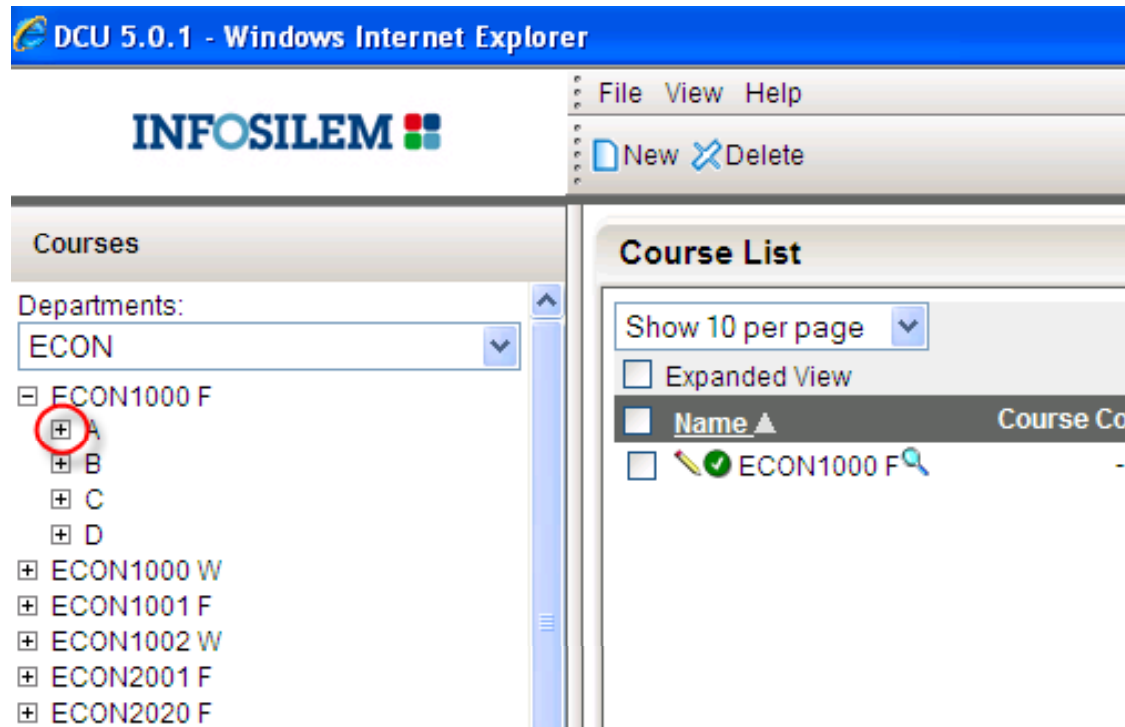
- Click on ⊞ at the Course level (see below).

Opening the Component Editing Screen

- Click on ⊞ at the Section level (see below).

Opening the Component Editing Screen

- Click on the Component to open (see below).
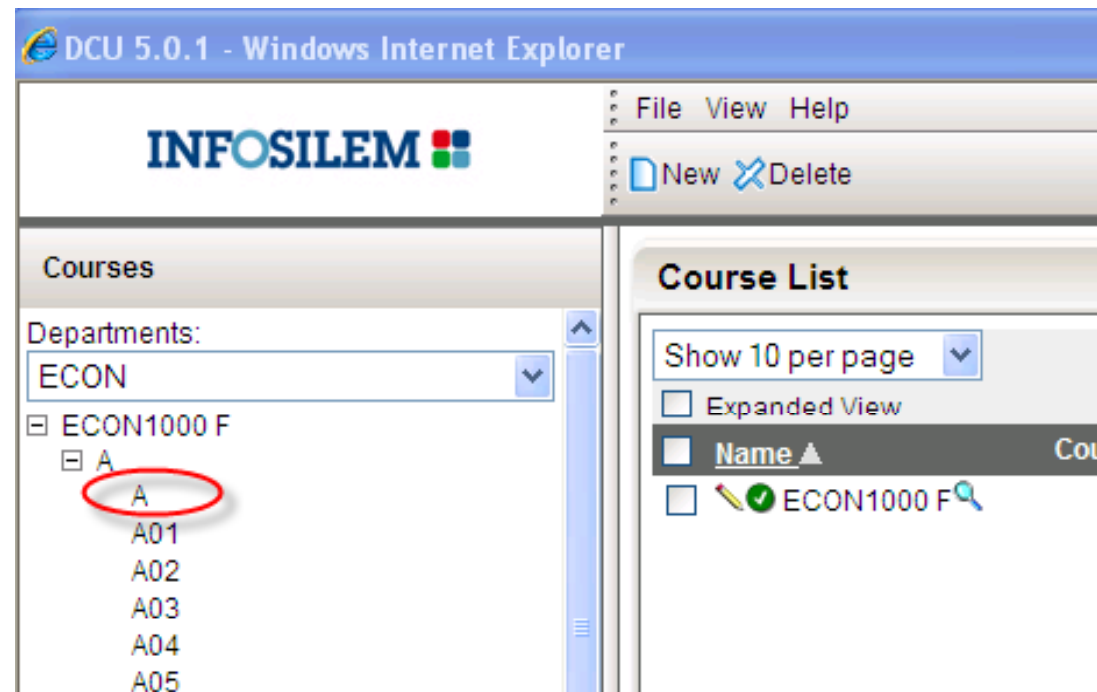
Adding an Instructor

- Open the Component Edit Screen (see slides 4 -6)
- Scroll down to the bottom of the page
- Click on **Add** under the Instructors section
- Select an Instructor and click OK

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Adding an Instructor

- Click on **% Assignment**, enter the Responsibility and Session and check the Is primary check box

- Click Apply then Save.

Removing an Instructor

- Open the Component Edit Screen (see slides 4 -6)
- Scroll down to the bottom of the page
- Select the instructor to remove, by checking the box and click on Remove. Click OK.
- Save.

Forcing a Time

- Open the Component Edit Screen (see slides 4 -6)
- Scroll down to **Deliveries**
- Under Time Requests, select Forced Times from the pick list

Forcing a Time

- Click on Add a forced time and select a day, a start and an end time. Save.

Deleting a Forced Time

- Under Time Requests, select a time by checking the box and click Remove forced time(s). Save.

Attaching a Departmental Room
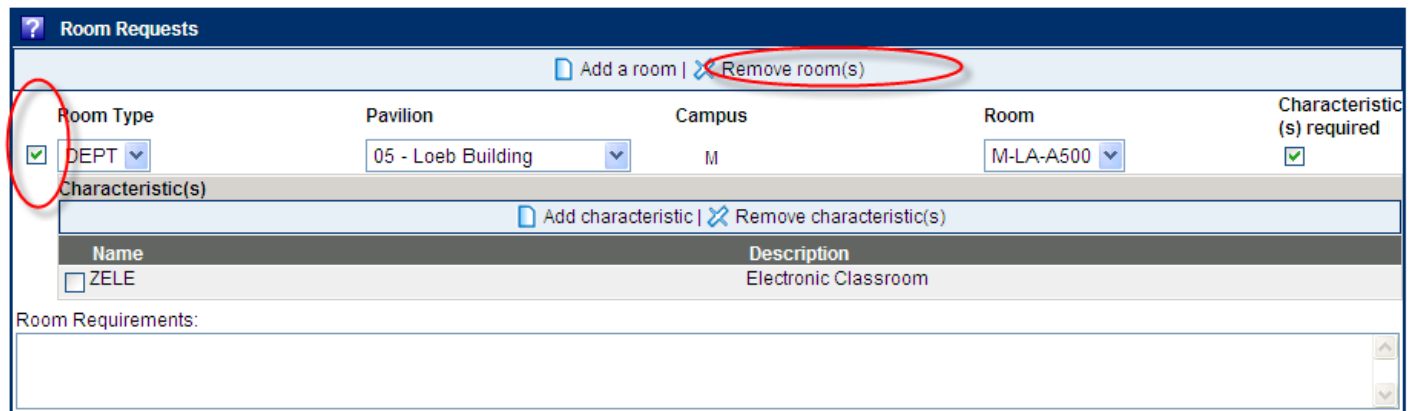
- Under **Room Requests**, click on **Add a room**.
- Select DEPT from the Room type pick list
- Select a pavilion from the Pavilion pick list
- Select a departmental room from the Room pick list

Removing a Departmental Room

- Under **Room Requests**, select the room to be deleted and click Remove room(s). Save.

Adding a Room Characteristic

- Scroll down to **Room requests** and under Characteristic(s), click on **Add characteristic**

- From the List, check mark the room characteristic you wish to attach to this course. Click OK.

- Save.

Removing a Room Characteristic

- Scroll down to **Room requests**. Tick on the room characteristic(s) you wish to remove from the course.
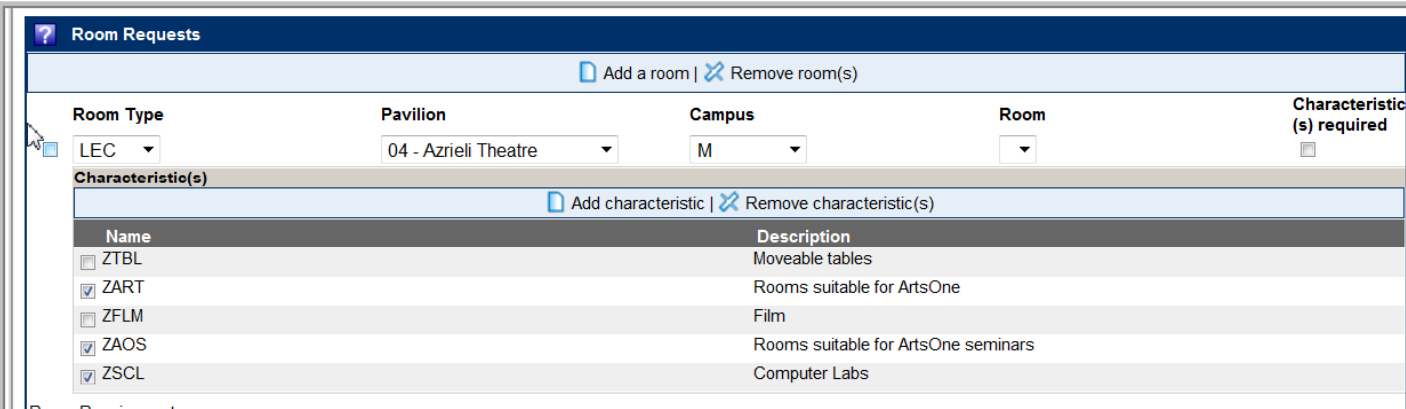
- Click **Remove** characteristic(s). Save.

Unscheduled Courses

- Under **Time Requests**, select **No time Requested** from the pick list. Save
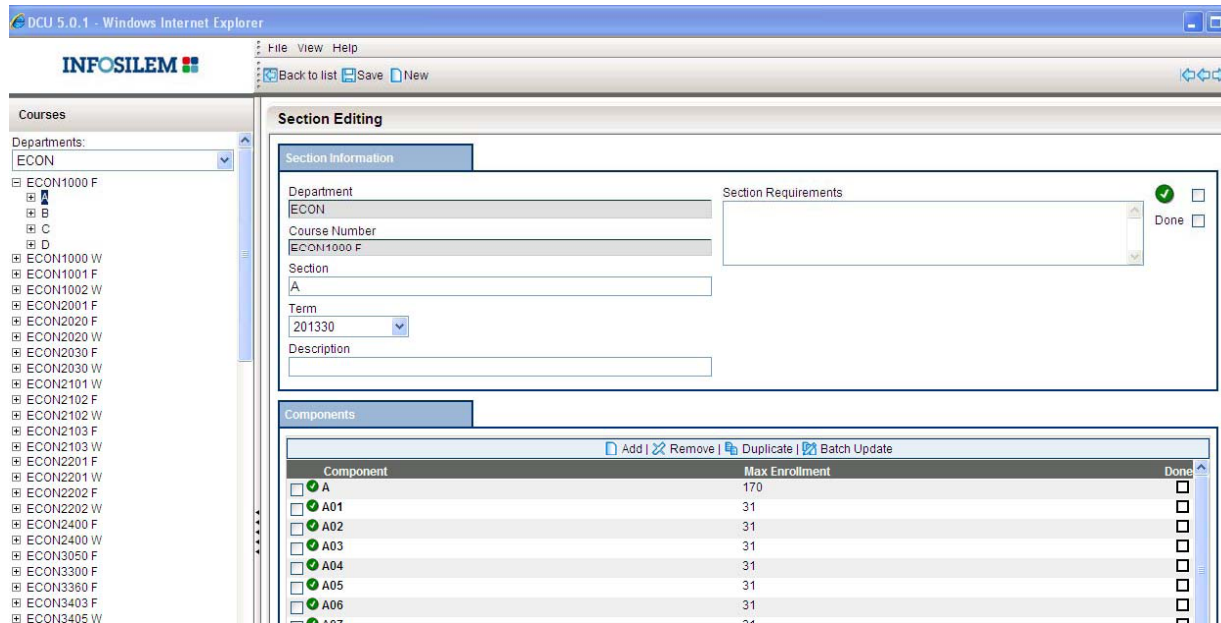
Adding a New Component

- Click on ⊞ at the course level
- Click on the section to which you wish to attach the component.
- Click on the "Add" icon within the "Components" tab.

Adding a New Component

- Enter the Name (Section letter in Banner, e.g. A01), Type (Schedule Type in Banner, e.g. TUT) and Max Enrollment.

Adding a New Component

- Click on the down arrow next to the following fields to select a value.
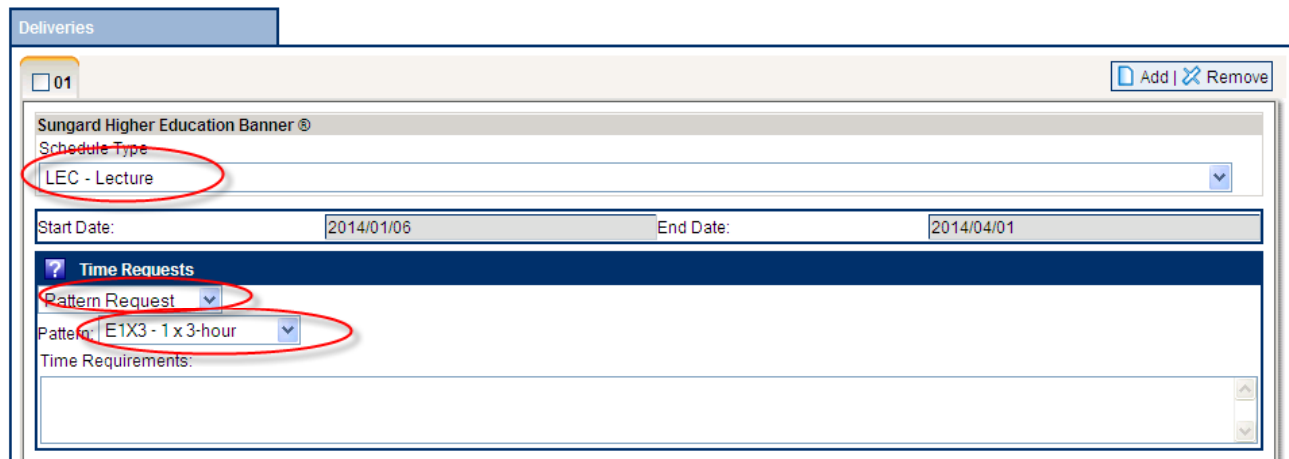
Adding a New Component

- Under Deliveries click on Add
- Select a Schedule type (e.g. LEC) from the pick list
- Under Time Request select Pattern Request. For unscheduled courses select "No time requested."

Adding a New Component

- Under Room requests, select a room type (e.g. LEC or SEM), a pavilion, and a campus (M). Save.

Adding a New Section

- Section = group of components
- If the course is displayed in the navigation panel but there is no ⊞ at the course level, the course does not have a section.

⊞ ECON3808 W
⊞ ECON3820 F
⊞ ECON3880 F
⊞ ECON3880 W
ECON3999 F   ⬅ No section
⊞ ECON4001 F

Adding a New Section

- Click on the course in the navigation panel
- Under Sections, click on Add

Adding a New Section

- Enter the name for the section (e.g. A) and select an appropriate term. Save.

- Click on the "Add" icon within the "Components" tab and add a component (slides 18 – 21).
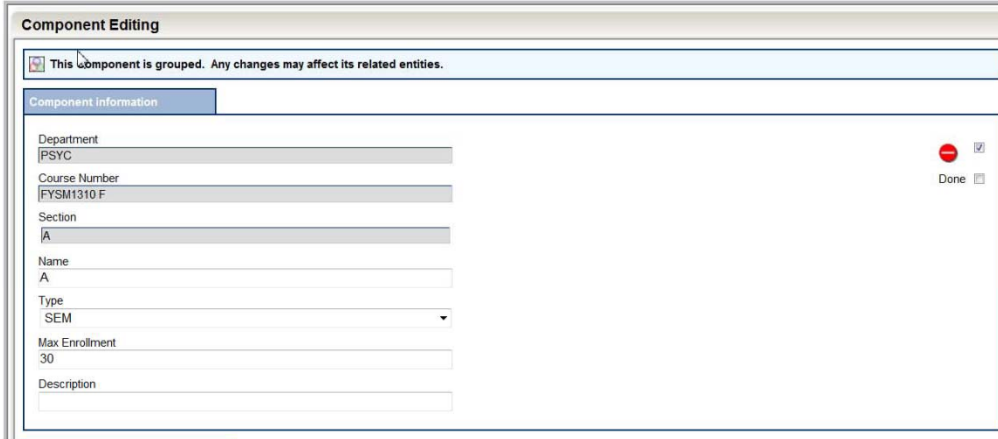
Making a Component Inactive

- Open the Component Edit Screen (see slides 4 - 7)

- Tick the check mark box on the top right hand side of the component editing page and it will change the icon to a (do not enter) icon and press save.

Making a Component Inactive

- Proceed to "General" tab and choose (inactive) under the drop down menu and click on save.
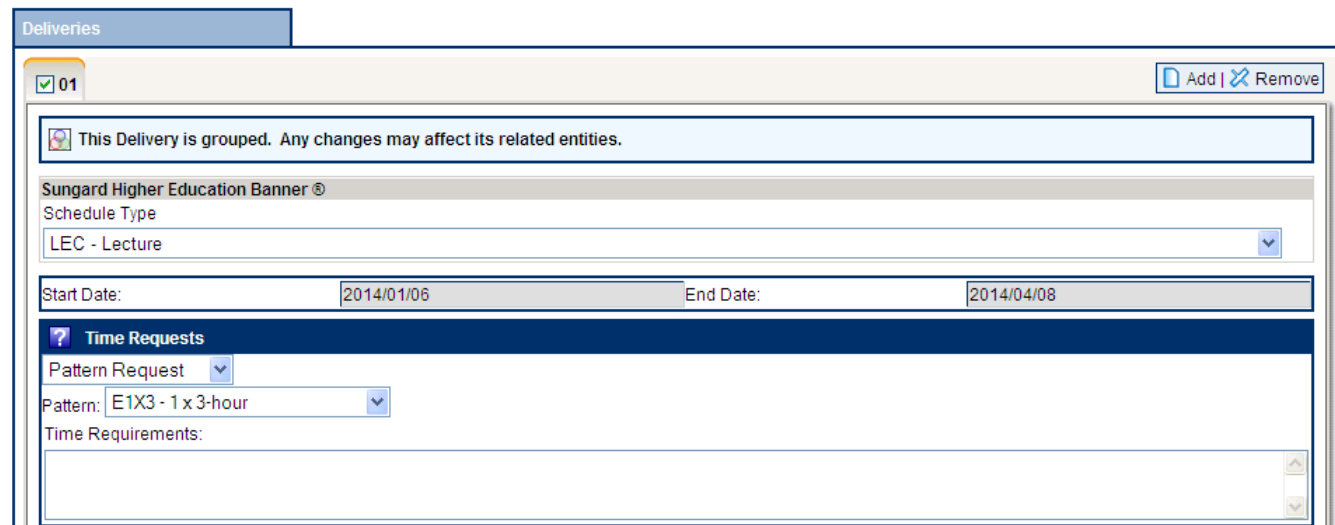
Making a Component Inactive

- Under the Deliveries tab, tick on the 01 delivery and click on Remove. Save.

Making an Inactive Component Active
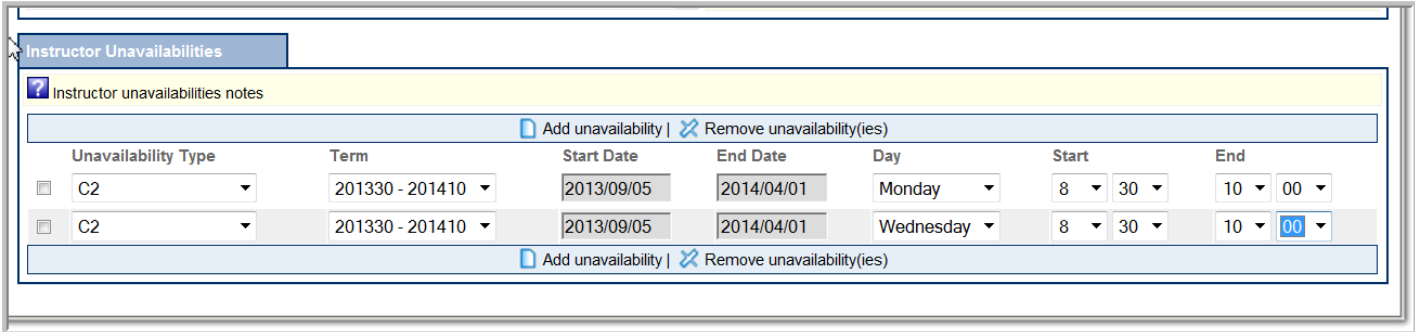
- Open the Component Edit Screen (see slides 3 -6)

- Uncheck the (do not enter) icon on the right hand side of the component editing page. An icon with a circular checkmark should appear.

- Choose "Active" under status

- Under the deliveries tab, click on ADD and proceed to add the time request, room request and instructor information.

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STA Requests

- Click on the "Instructors" button in the navigation panel

- Click on the "last name" of the instructor you want to update

- Scroll down to "Instructor Unavailabilities"

- Click on "Add unavailability"

STA Requests

- Choose the professors "unavailability type" (C1, C2 or C3) and choose the specified term for the STA to take effect. Enter the start and the end times. Save.
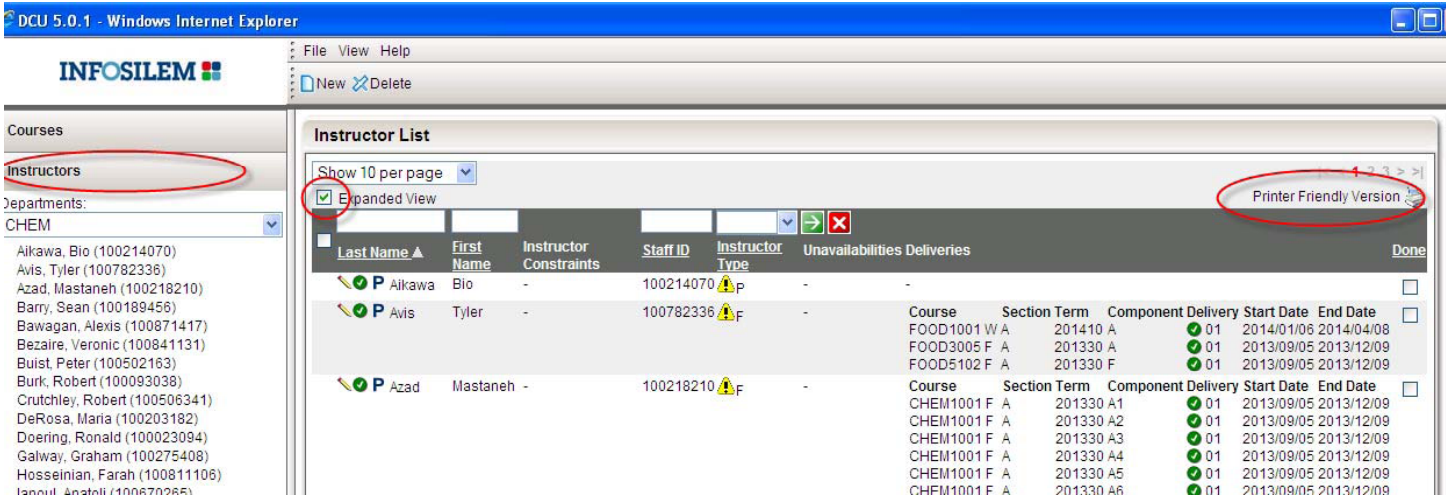
STA Requests

- Once all STA requests for your department are entered into the DCU, print the STA requests summary report.

- Click on the Instructors button in the Navigation Panel

- Tick the Expanded View check box

STA Requests

- Click on Printer Friendly Version

- Go to File and select Print Preview. Click on the Landscape button and then on the Print button

STA Requests

The report is easier to read if paper size is Legal. To change the paper size, click on Preferences then on the Paper/Quality tab and select Legal from the Paper sizes pick list.

The report must be signed by the Chair and sent to SES via interoffice mail no later than February 11, 2013.

AM/PM/EM Preferences

- Click on the "Instructors" button in the navigation panel
- Click on the "last name" of the instructor you want to update
- Tick the appropriate box under Instructor Requirements
- Enter a comment and save

Instructor Requirements

? Please check any that apply. Where necessary, provide additional information in the instructor requirements. Please be specific and clear.

Instructor requirements notes

- ☐ Early morning only (8:30 AM - 11:30 AM) Fall ONLY
- ☐ AM only (10:00 AM - 14:30 PM) - Fall ONLY
- ☐ PM only (11:30 AM - 17:30 PM) - Fall ONLY
- ☐ Early morning only (8:30 AM - 11:30 AM) - Winter ONLY
- ☐ AM only (10:00 AM - 14:30 PM) - Winter ONLY
- ☐ PM only (11:30 AM - 17:30 PM) - Winter ONLY
- ☐ Early morning only (8:30 AM - 11:30 AM) Fall and Winter
- ☐ AM only (10:00 AM - 14:30 PM) - Fall and Winter
- ☑ PM only (11:30 AM - 17:30 PM) - Fall and Winter

Child care issues

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Departmental Meeting

- Click on the "Meetings" button in the navigation panel

- Click "new" to get started on your professors meeting

- Choose your "Meeting Type" on the drop down menu. In the "Identification" box enter the name of the meeting

- Under "meeting requirements", indicate the time of the meeting and other additional information, if needed

- You are able force your departmental meeting in your own "departmental room"

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Departmental Meeting

- Under the "instructors" tab, click on "Add". On the left hand side of the instructor list, tick each professor that will need to attend the departmental meeting. Click OK. Save.
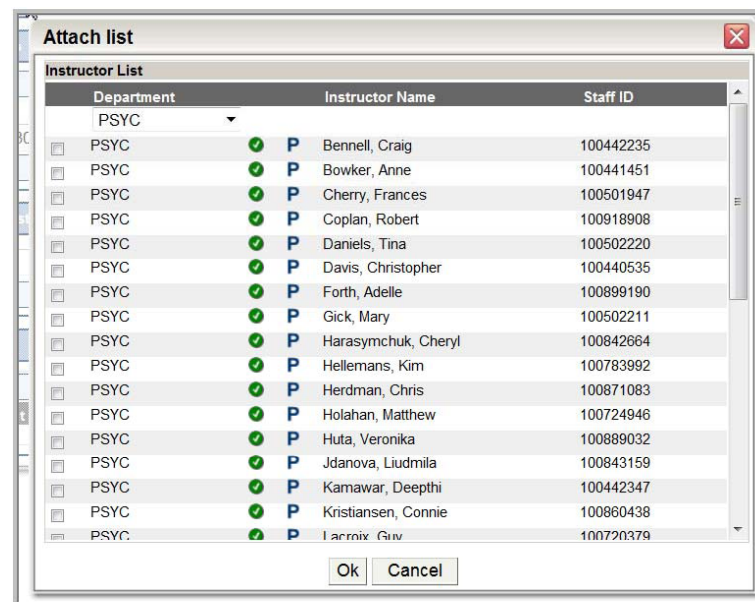
Departmental Meeting

Meeting Editing

Meeting Information

Department:	FREN	Meeting Requirements:	Meeting requirements note
Meeting Type:	Professor Meetings ⌄ [?]		
Identification:	Departmental Meeting		

Forced Times

📄 Add a forced time | ✂ Remove forced time(s)

	Term	Start Date	End Date	Frequency	Day	Start	End
☐	201330 ⌄	2013/09/05	2013/12/09	4 ⌄	Friday ⌄	10 ⌄ 00 ⌄	11 ⌄ 30 ⌄
☐	201410 ⌄	2014/01/06	2014/04/08	4 ⌄	Friday ⌄	10 ⌄ 00 ⌄	11 ⌄ 30 ⌄

📄 Add a forced time | ✂ Remove forced time(s)

Room Request

No room requested **Click here to add a room request**

Instructors

📄 Add | ✂ Remove

	Department		Instructor Name	Staff ID
☐	FREN	✔	Anonby, Erik	100842617
☐	FREN	✔	Benny, Francine	100442694
☐	FREN	✔	Cote, Sebastien	100723338
☐	FREN	✔	Dion, Chantal	100899192
☐	FREN	✔	Doutrelepont, Charles	100890277

Adding a Course to a Course Combination

- Click on the Course Combinations button

- Click on the course combination in the navigation panel

- Click on Add Course under Courses

- Open the Program pick list, scroll down to your department and select the program. Select a department from the Department pick list and the course that you wish to add

- Leave Section blank. If you wish to attach a <u>particular component to the course combination, specify which component you wish to attach in the Requirements box.</u>

Adding a Course to a Course Combination

- Select a category (listed in the priority order): C= core (must happen) , E= Elective (desired), O = optional (the weakest of the three).

Removing a Course from a Course Combination

- To remove a course from an existing course combination, tick the check box of the course being removed and click "remove courses", click ok and save.

Adding a New Course Combination

- To add a new course combination block, click on "new" on top of the page.

- Enter the new course combination name in the "course combination" field.

- Under "type" choose conflict free.

- Under "number of students", indicate the total number of students you expect to take this combination of courses.

- Save. Add courses (see slides 39 – 40).

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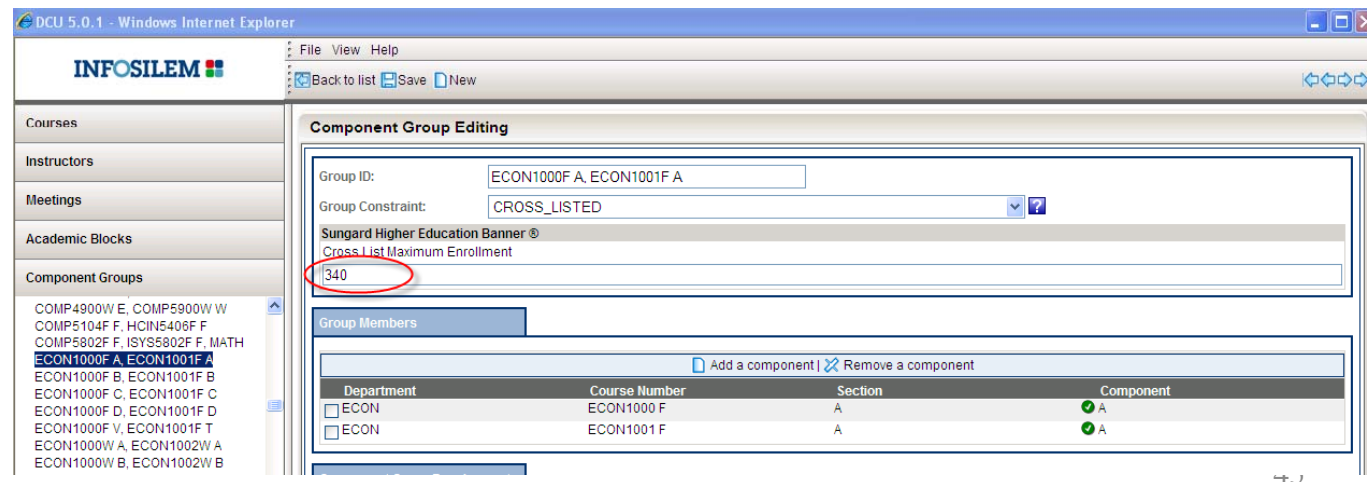# Making a Course Combination Inactive

- Click on the "Course combination" button in the navigation panel under the your selected department

- Choose the "course combination" you wish to make inactive

- On the right hand side of the screen "tick" the circular checkmark

- The circular checkmark should now be a red "do not enter" sign

- Save

Changing Combined Maximum Enrollment for a Group of Cross Listed Courses

- Cross-listed components in DCU are represented as **component groups**. The component group ID displays the group members. E.g. In the fall term ECON 1000 A is cross-listed with ECON 1001 A; the cross listed group will have the name "ECON 1000F A, ECON1001F A"

- To change the combined maximum enrollment for a group of cross-listed components, click Component Groups and locate the appropriate group in the navigation panel.

Changing Combined Maximum Enrollment for a Group of Cross Listed Courses

- Once the group is located, click on the group ID in the Component Group Editing screen.

- Change the Cross List Maximum Enrollment

- Save.

Cross Listing Courses

- Click on the Courses button in the navigation panel
- Click on the course that you wish to cross list
- Check mark the **Add cross-listing** check box
- In the Course Requirements:(free text box), specify with components should be cross listed. Save.

Cross Listing Courses

Removing Cross Listing

- Click on the Courses button in the navigation panel
- Click on the course
- Check mark the **Remove cross-listing** check box and enter a comment under Course Requirements:
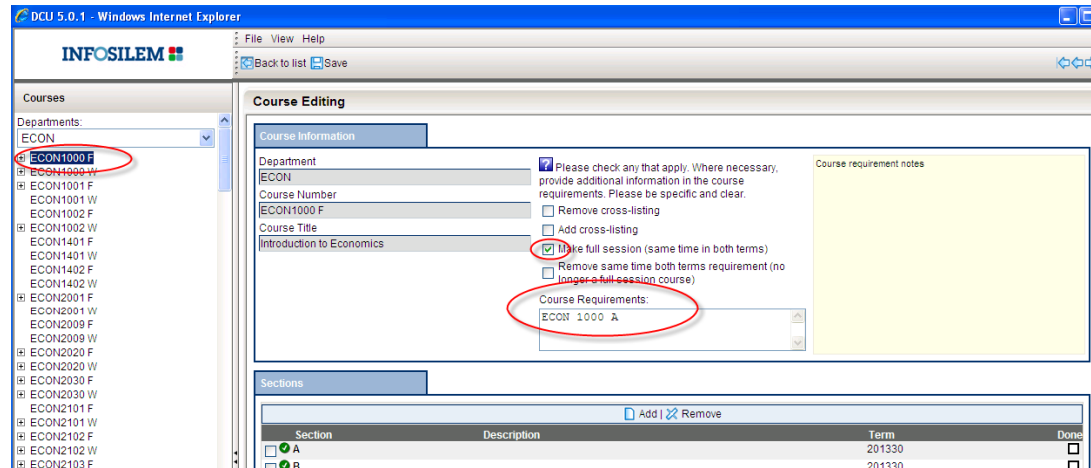- Save.

Adding a Full Session Course

- Add the Fall and the Winter courses
- Click on the Courses button in the navigation panel
- Click on the Course
- Check mark the **Make full session** check box and enter a comment below in the Course Requirements:
- Save.

Scheduling Groups & Ties

- Use the **Time Requirements:** box to enter scheduling ties (e.g. "labs right after the lecture") or scheduling groups (e.g. same time – same room).

Registration Restrictions

- Open the Component Edit Screen (see slides 4 -6)
- Click on the **Registration Restrictions** tab.

Registration Restrictions

- Depending on the type of restrictions you wish to enter, click on the appropriate tab (Departmental and field of Study, Class and Level, Degree and Program, or Campus and College).

- Select Include **or** Exclude. Click on Add to add a new restriction. Save.

Reserved Seating

- Open the Component Edit Screen (see slides 4 -6)
- Click on the **Reserved Seating** tab.

Reserved Seating

- Open the Component Edit Screen (see slides 4 -6)
- Click on the Reserved Seating tab.

Reserved Seating

Reserved Seating

- To set up reserved seating, click on Add under the Reserved Seating tab

Reserved Seating

- Enter the code for the reserved seating category (level, college, program, field of study, etc) and the reserved seating maximum for this category. Check the Overflow check box, if needed. Save.

Reserved Seating

- Note that in Banner the first row shows the number of seats in the **Open Category**.

- In DCU the Open Category doesn't exist. Once the component is uploaded to Banner, it will have an Open Category. The number of seats in the Open Category will be **equal to** the difference between Max Enrollment and Total Reserved Seating.

Reserved Seating

- To remove a reserved seating category, select it and click Remove. Save.

DCU Training

Location: 1728 DT

Date	Day	Time	Topics
Jan 4,2013	Fri	9:30 AM-11:30 AM	DCU Introduction
Jan 7,2013	Mon	9:30 PM-11:30 AM	Hands-on session for users who have attended a DCU Introduction session in November or January
Jan 8,2013	Tue	9:30 AM-11:30 AM	DCU Introduction
Jan 9,2013	Wed	1:30 PM – 3:30 PM	Hands-on session for users who have attended a DCU Introduction session in November or January
Jan 16,2013	Wed	1:30 PM – 3:30 PM	Hands-on session for users who have attended a DCU Introduction session in November or January
Jan 29, 2013	Tue	9:30 PM-11:30 AM	Hands-on session for users who have attended a DCU Introduction session in November or January
Feb 7, 2013	Thu	1:30 PM – 3:30 PM	Hands-on session for users who have attended a DCU Introduction session in November or January

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DCU Support

- Email: timetabling@carleton.ca
- Julia Piatigorskaia: ext. 8877
- Phay Mui: ext. 8803
- Amy Resmer: ext. 3009
- Lana Graham: ext. 3234
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